



EXECUTIVE DIRECTOR

Corrected 10/22/03

First 5 Lake County seeks an enthusiastic and experienced leader to serve under the direction of the First 5 Commission to perform the following duties:

- Prepare for and assist in facilitation of the regularly scheduled monthly meetings. This includes setting and organizing the agenda, providing supplementary materials to the agenda as needed, establishing a timely mechanism for commissioners to provide input to the agenda, ensuring minutes are recorded and distributed, summarizing the State Commission activities and initiatives, and providing on-going updates and follow through on Commission business.
- Advise the Commission regarding issues relating to the 0-5 population.
- Responsibility for annual budget preparation and timely submission following the County's budgetary timeline. The Director shall prepare a draft annual budget covering entire agency expenditure needs for payroll, operational expenses, indirect expense, and grant requests; as well as anticipated revenue. The Director shall coordinate with Commission Chair submission of the proposed recommended budget to the full Commission.
- Responsibility for all day-to-day expenditure and revenue activity and shall ensure that all expenditures stay within their respective budgeted allocations. This will include preparation of purchase orders, submittal of accounts payable claims to the Lake County Auditor-Controller, and proper coding of all revenue into the First Five trust fund. Payroll submittal shall be processed directly with the Auditor-Controller.
- All financial transactions, including payroll, shall be entered promptly and maintained on a financial database located on the agency's computer. The Director shall be responsible for accurately recording all financial transactions and shall reconcile the agency's internal records with the Auditor-Controller's monthly expenditure and revenue reports.
- Responsibility for preparation and monitoring of all contracts, grants, and MOU's. The Director shall ensure that full compliance is maintained on all agency contracts, grants, and MOU's. All contract, grant, and MOU forms shall conform to County Counsel's requirements.
- Responsibility for coordinating the annual financial audit performed by an independent auditor and shall be available on-site whenever the audit is performed. The Director shall also be available, pending reasonable notice, for any financial audit requested by the Auditor-Controller.
- Provide assistance and support to agencies receiving funds from the Commission and hold such agencies accountable to the terms of their contracts.
- Communicate key information regarding State allocated funds for specified initiatives and assist in making application for these funds.
- Develop RFP's based on the prioritization of the County Strategic Plan.
- Develop an equitable review and award process in regard to the RFP's.
- Ensure that the fundamental components of program design, implementation and evaluation are addressed in project awards.
- Supervise yearly update or revision of the Strategic Plan and prepare all reports and documents required by the State Commission, such as the Annual Report and Annual Audit.
- Facilitate the development of an accessible, comprehensive, integrated continuum of programs and services provided for pregnant women and families with children up to five years of age.
- Facilitate the development of systems change indicators and infrastructure.
- Community development.
- Represent the goals and strategic plan of the Commission to the community of Lake County.
- Provide orientation opportunity for new commissioners and on-going support to the advisory committee to the Commission.
- Supervise and support the office assistant.
- Other duties as assigned.



Minimum Qualifications

- Bachelor's Degree and/or minimum 5 years management experience.
- Recent experience with Boards and/or Commissions.
- Demonstrated knowledge of unique needs of the 0-5 population and experience in this field.

Compensation

The annual salary range for the First 5 Executive Director is **\$54,600 - \$66,367**.

Benefits

- Fully paid CalPERS retirement contribution (2% @ 55 formula);
- Paid employee's social security contribution (FICA), which equates to an additional 7.65% added to the employees gross wages;
- Medical, dental, and vision benefits;
- Two weeks of paid vacation per year increasing with longevity;
- 12 paid holidays per year;
- 12 days of paid sick leave per year;
- Bereavement leave;
- Life insurance;
- Employee assistance program is available to employee and their dependents;
- Deferred compensation plan is available;
- Credit union membership is available;
- There are many benefits to living in Lake County including affordable housing, beautiful lakes, and superior air quality.

Application Process

Applicants who demonstrate the most desirable combination of education and relevant experience will be invited to interview. Please provide complete and detailed information. To apply, submit:

- A cover letter and detailed resume
- An essay addressing the supplemental information requested below
- Names and phone numbers of three professional references

Supplemental Information

- Describe your specific experience with and knowledge of the needs of the 0-5 population.
- Detail your experience with developing and administering a budget.
- Elaborate on your ability to oversee contracts and manage contractors. Provide specific experiential information.

Your complete application packet must be submitted by **November 17, 2003 to:**

**First 5 Commission
c/o Personnel Department
County of Lake
255 N. Forbes
Lakeport, CA 95453
(707) 263-2213**